



**West Basin Municipal Water District  
Water Bottle Filling Station Funding Program  
FY 2018-2019**

## **Water Bottle Filling Station Program Guidelines**

West Basin Municipal Water District's (West Basin) Water Bottle Filling Station Program (Program) began in 2017 to provide members of the community with access to safe and reliable tap water to refill personal, refillable bottles. In the 2018-19 fiscal year, West Basin will continue to award grants – up to \$1,000 maximum per application – for the purchase of a station, to entities within our service area. Interested organizations should complete the online application at <http://www.westbasin.org/fillingstations>.

### **Program Goals**

- Promote tap water as a quality source of drinking water;
- Increase awareness of West Basin;
- Encourage water conservation through education; and
- Reduce plastic waste through the use of refillable water bottles.

### **Eligible Entities**

- Site must be located within West Basin's service area (see map on page 4); and
- Publicly located (city or county-owned facilities, public schools, community centers, parks, etc.)

### **Criteria for Participation**

- The proposed location of the station must be in an area that receives high pedestrian traffic or provides recreational activity;
- The applicant's understanding that West Basin is not responsible for any costs associated with installation or station maintenance; and agreement to share the total project cost;
- The applicant's agreement with West Basin's specifications for appropriate signage and to coordinate a promotional opportunity post-installation (i.e. photo opportunity); and
- The applicant's agreement to complete the installation of the station within 60 days from the application approval date.

### **Application Requirements**

- Completed Application Form\*
- Documentation for the selected unit (include photo and the unit make and model)
- Signed and completed Federal W-9 Tax Form\*
- Liability Waiver Agreement\*
- Copies of any required permits (city, county, state, or federal)

### **Application Deadline**

- Applications will be continuously accepted on a first-come first-served basis. Funding is limited and is allocated equally among each of the five West Basin divisions;
- Applications will continue to be processed and projects will be selected until all of the funding for this fiscal year has been exhausted; and
- Complete applications shall consist of one (1) original and four (4) copies, 8 x 11 pages, stapled or bound. Applications shall be submitted to the following:

Leighanne Kirk, Program Manager  
West Basin Municipal Water District  
17140 S. Avalon Blvd., Suite 210  
Carson, CA 90746

Re: Water Bottle Filling Station Program Application

### **Selection Process**

- Applications will be reviewed thoroughly for compliance with the Application Requirements. Incomplete applications will be rejected; and
- Applicants will be notified of their status.

### **Other Restrictions**

- A maximum of (2) grant awards will be made to each entity per fiscal year;
- No more than two (2) stations funded by this Program may be installed at the same site or facility (separate applications required);
- Payment will be made upon approval of application. Awarded funds may ONLY be used for a station. If the station will not be purchased, the funds MUST be returned to West Basin; and
- Projects must not have started prior to application approval.

### **Other Requirements**

- West Basin will provide to the applicant standard signage to be placed at the location of the station, complete with the West Basin logo, standardized messaging and including the applicant's logo. The applicant must install the signage within 30 days of the delivery of the sign and prior to the scheduled station promotion opportunity; and
- West Basin requires a commitment to a joint promotional opportunity, including, but not limited to, social media coverage, photography coverage, etc.

### **Matching Tax ID**

If an application is approved, funds will be distributed ONLY to the organization that applied.

**List of Vendors**

Below is a listing of vendors that offer stations that are eligible through this program. This is by no means an exhaustive list:

- Elkay..... [www.elkay.com](http://www.elkay.com)
- Faucet Direct..... [www.FaucetDirect.com](http://www.FaucetDirect.com)
- Global Industries..... [www.GlobalIndustrial.com](http://www.GlobalIndustrial.com)
- Hydration by Haws..... [www.hawsc.com](http://www.hawsc.com)
- Murdock Manufacturing..... [www.murdockmfg.com/water-bottle-filling-station](http://www.murdockmfg.com/water-bottle-filling-station)
- Plumbing Supply..... [www.PlumbingSupply.com](http://www.PlumbingSupply.com)
- Restroom Direct..... [www.RestroomDirect.com](http://www.RestroomDirect.com)

**Disclaimer**

West Basin has the right to reject the proposed unit based on not meeting the required criteria. West Basin is not liable for defects of installation.

**Contact Information**

For questions or concerns about the program, please contact:

Leighanne Kirk  
Program Manager  
310-660-6225  
[LeighanneK@westbasin.org](mailto:LeighanneK@westbasin.org)

\* Forms can be found on the West Basin website at <http://www.westbasin.org/fillingstations>.

